

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 22 JUNE 2021 VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair) J Cappock (Deputy Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Linsey Cole (Minute 20.181) Monica Deshpande (Minute 20.181)	Dimple Hirani (Minute 20.179) J Lamarque (Secretary)
APOLOGIES:		

20.177 ANNOUNCEMENTS

20.177.1 **Welcome:** The Chair welcomed all members to the meeting and briefed members on the agenda.

20.177.2 **Apologies:** There were no apologies received.

20.177.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or matters not on the agenda.

20.177.4 Chair's business

20.177.5 The Chair briefly updated members on the draft Strategy mid-term review report and the forthcoming professional development review meetings.

20.178 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

20.178.1 The University Secretary and Chief Operating Officer (USCOO) and the Deputy Vice-Chancellor (DVC) for Education updated members on the recent COVID Being Safe, Feeling Safe Team meeting and reported on several matters including:

- COVID cases in Brent and Westminster
- Timetabling targets
- Number of students in residences and new applications for September 2021
- On-site testing
- Summer party for colleagues
- Students from red-list countries and quarantine arrangements

20.179 INTRODUCTION OF NEW HEAD OF LEARNING AND DEVELOPMENT

20.179.1 Dimple Hirani, the new Head of Learning and Development, met with members and outlined her key priorities.

20.180 SMART WORKING

20.180.1 The USCOO introduced the revised guidance on Smart Working (Document UEB 210622A).

20.180.2 Members discussed the guidance documents and were broadly supportive in relation to Professional Services; however, considered some additional guidance necessary for academic colleagues.

- 20.180.2.1 **ACTION Heads of Colleges** to produce a one-page addition for academic colleagues on how to apply the new ways of working from September 2021.
- 20.180.3 **APPROVED** Smart Working guidance to be implemented and communicated to colleague's subject to the amendments discussed at the meeting.
- 20.181 WORK BASED LEARNING EXPANSION**
- 20.181.1 The DVC (Employability and Global Engagement), Linsey Cole - Director of Business Engagement and Monica Deshpande - Head of Employability and Graduate Success, presented a paper on expansion of work-based learning opportunities (Document UEB 210622B).
- 20.181.2 The DVC (Employability and Global Engagement) explained the proposed two-phased approach - to expand the Westminster Employability Awards and mentoring programmes to support 5,000 students by 2023/24 (Phase 1) and to all students (Phase 2).
- 20.181.3 Members discussed the proposals and the additional resources requested.
- 20.181.4 A member commented on the need for detailed evaluation of the impact of work-based learning (including comparison with students who do not take part). The DVC (Employability and Global Engagement) confirmed that the Director of Strategy, Planning and Performance has been working with the Business Engagement Directorate on measurements and monitoring.
- 20.181.5 Members discussed the impact on workloads to embed employability into the curriculum and ensure all students have access to mentoring. The Director of Business Engagement confirmed that it is not possible for every student to have a personal mentor; however, there is an increase in group-based mentoring.
- 20.181.6 The Head of Employability and Graduate Success reported that several changes have been made to the content of the Westminster Employability Awards during lockdown, with participation increasing from 190 to approximately 700 students since the changes have been made.
- 20.181.7 **APPROVED** Total funding request of £582,441 to be allocated as proposed over the next three financial years. Allocation of funding is subject to compensatory actions being identified.
- 20.182 LEGAL REGISTER – ANNUAL REVIEW**
- 20.182.1 Members noted the Legal Register Annual Review (Document UEB 210622C).
- 20.183 MANAGEMENT ACCOUNTS – MAY 2021**
- 20.183.1 Members noted the Management Accounts for May 2021 (Document UEB 210622D).
- 20.184 PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDANCE**
- 20.184.1 Members noted the Personal Protective Equipment guidance (Document UEB 210622F).
- 20.185 STRESS AT WORK GUIDANCE**
- 20.185.1 Members noted the Stress at Work guidance (Document UEB 210622G).
- 20.186 POLICY ON THE MANAGEMENT OF ELECTRICAL SAFETY**
- 20.186.1 Members noted the policy on the Management of Electrical Safety (Document UEB 210622H).
- 20.187 UPDATED COVID-19 OVERARCHING RISK ASSESSMENT**
- 20.187.1 Members noted the updated Covid-19 risk assessment (Document UEB 210622I).

20.188 UPDATED OUTBREAK MANAGEMENT PLAN

20.188.1 Members noted the updated Outbreak Management Plan (Document UEB 210622J).

20.189 REVISED ORGANISATIONAL ARRANGEMENTS DOCUMENT (CAPABILITIES AND TRAINING)

20.189.1 Members noted the revised Organisational Arrangements document (Document UEB 210622K).

20.190 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

20.190.1 The minutes of the UEB meeting held on 8 June 2021 (Document UEB 210622L) were agreed as an accurate record.

20.190.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210622M) and noted those that were now complete.

20.191 DATES OF FUTURE MEETINGS

13 July 2021 - all day (Away day)
27 July 2021 10.30am to 12.30pm
10 August 2021 10.30am to 12.30pm

All meetings take place via Microsoft Teams

20.192 ANY OTHER BUSINESS

20.192.1 There were no other items of business reported.